

Inquiry for Service Fee Reconsideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the service fees that have been associated with my account ([Your Account Number or Reference]). I have been a loyal customer of [Company/Organization Name] for [duration], and I truly appreciate the services provided.

However, I have noticed a recent increase in the service fees that I believe warrants reconsideration. Due to [briefly explain reasons such as financial constraints, changes in service, etc.], I kindly request a review of these fees. I would greatly appreciate any assistance or adjustments that can be made in this regard.

Thank you for taking the time to consider my request. I look forward to your prompt response.

Sincerely,

[Your Name]